



# New College of Florida

*The Honors College*

**New College of Florida Board of Trustees Annual Meeting**  
**Thursday, August 15, 2024 from 2:00 p.m. – 4:00 p.m. EST**  
**Sudakoff Conference Center**  
**5845 General Dougher PI**  
**Sarasota, FL 34243**

Virtual viewing link: <https://www.youtube.com/@NewCollegeofFL>

## Meeting Agenda

1. Pledge of Alliance
2. Call to Order
  - Roll Call, Establish Quorum, Confirm Public Notice of Meeting
3. Call for Public Comment
4. Consent Agenda

### **ACTION ITEMS**

- Approve Minutes for the June 13, 2024 BOT Meeting
- **Finance & Administration Committee**
  - Approval University E&G Carryforward Spending Plans FY 2024-25
  - Approval Operating Budget University Summary Schedule I (July 2024 - June 2025)
  - Approval of New College of Florida Textbook and Instructional Materials Affordability Annual Report for Fall 2023 and Spring 2024

### **BOARD MOTION: APPROVAL OF CONSENT AGENDA ACTION ITEMS**

5. **President's Report** – Richard Corcoran, *President*
6. **Election of the Chair and Vice Chair of the New College Board of Trustees** – Debra A. Jenks, *Chair of Board of Trustees*
  - Approval of Election of the Chair and Vice Chair of the New College Board of Trustees
7. **Florida Institute of Marine Mammal Science (FIMMS) Proposal** – Dr. David Rancourt, *Interim Provost* and Dr. Heidi Harley, *Professor of Psychology*
  - Approval of Florida Institute of Marine Mammal Science (FIMMS) Proposal
8. **Collective Bargaining Agreement** – David Brickhouse, *Vice President, Legal Affairs & Human Resources*
  - Approval of Ratification of Updated Collective Bargaining Agreement between New College of Florida and the American Federation of State, County and Municipal Employees

**9. New Business**

**10. Adjournment**

**New College of Florida Board of Trustees  
Sudakoff Conference Center  
Draft Minutes for June 13, 2024**

**Pledge of Allegiance**

**Call to Order**

The meeting was called to order at 2:02 p.m. and a quorum was established.

**Trustees Present:** Debra A. Jenks (Chair), Ryan Anderson, Mark Bauerlein, Joe Jacquot, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Christopher Rufo, and Amy Reid. Not present: Ron Christaldi, Sarah Mackie, Matthew Spalding

**Acknowledgment of Notice of Meeting**

Chief of Staff Christie Fitz-Patrick confirmed the meeting had been duly noticed.

**Call for Public Comment**

Public comment process ensued. The following members of the public provided comments: Patrick McDonald, Peter Schelhorn, Jessica Daigle, Carol Lerner, Christopher Kottke, Karen Stack, Zita Conner, Robin Williams, Nandini Weerasinghe, Donald Popovitch, Jill Castoral, Lillianne Raud, Jono Miller, Tamara Solum, Julie Forestier, Traci Lipton, Rodrigo Diaz, Mike Sanderson

**Consent Agenda**

Trustee Chair Jenks requested the following item be removed from the consent agenda and added to the regular agenda:

- Audit & Compliance Committee
  - Approve Post-tenure Review Audit Report

The consent agenda was presented and a request was made by Chair Jenks that it be approved.

**ACTION ITEMS**

- Approve Minutes for the April 11, 2024 BOT Meeting
- Audit and Compliance Committee
  - Approve Compliance, Fraud Prevention, and Ethics Program Plan Update
  - Approve FY 2024-25 Internal Audit and Compliance Work Plan
- Academic, Student, and External Affairs Committee
  - Approval of Tenure Track Candidates – Dr. Bernhard Klingenberg; Dr. David Mikics
  - Approval of Framework for New College of Florida’s Core Curriculum
- Finance & Administration Committee
  - Approval of 2024-25 Preliminary Operating Budget
  - Approval of Food Services Purchase Order
  - Approve Student Temporary Housing Purchase Orders – Hotel Purchase

Agreement

- Approve Student Temporary Housing Purchase Orders – Modular Purchase Agreement
- Approval of New College of Florida Educational Plant Survey Validation
- Approval of 2025-26 Legislative Budget Request (LBR) for Fixed Capital Outlay
- Approval of 2025-26 Legislative Budget Request
- Approval of New College Foundation FY 2024-25 Budget
- Approval of New College Development Corporation, Inc. Annual FY 2024-25 Budget

Trustee Mikkelsen requested that the following items be removed from the consent agenda:

- Approval of Tenure Track Candidates – Dr. Bernhard Klingenberg; Dr. David Mikics
- Approval of Framework for New College of Florida’s Core Curriculum
- Approval of 2024-25 Preliminary Operating Budget
- Approval of Food Services Purchase Order
- Approve Student Temporary Housing Purchase Orders – Modular Purchase Agreement
- Approval of New College of Florida Educational Plant Survey Validation
- Approval of 2025-26 Legislative Budget Request (LBR) for Fixed Capital Outlay

Trustee Reid requested that the following items be removed from the consent agenda.

- Approval of 2025-26 Legislative Budget Request
- Approval of New College Foundation FY 2024-25 Budget

A motion to approve the remaining items on the consent agenda was made by Trustee Kesler, seconded by Trustee Reid, and was approved by voice vote unanimously.

**Approval of Tenure Track Candidates – Dr. Bernhard Klingenberg and Dr. David Mikics**

Trustee Mikkelsen made a motion to divide the question into separate parts: tenure for Dr. Klingenberg and tenure for Dr. Mikics, was seconded by Trustee Reid, and did not pass by voice vote.

Trustee Reid requested a roll call vote, and Chair Jenks approved the request.

The motion did not pass with Ryan Anderson, Mark Bauerlein, Joe Jacquot, Lance Karp, Charles Kesler, Don Patterson, Christopher Rufo, and Debra A. Jenks (Chair) voting no, and Olivia Mikkelsen and Amy Reid voting yes.

Questions and a discussion ensued.

A motion to approve Tenure Track Candidates – Dr. Bernhard Klingenberg; Dr. David Mikics was made by Trustee Bauerlein, seconded by Trustee Karp, and approved by roll call vote with Mark Bauerlein, Joe Jacquot, Lance Karp, Charles Kesler, Don Patterson, Christopher Rufo, and Debra A. Jenks (Chair) voting yes and Ryan Anderson, Olivia Mikkelsen, and Amy Reid voting no.

### **Approval of Framework for New College of Florida's Core Curriculum**

A motion to approve Framework for New College of Florida's Core Curriculum was made by Trustee Karp, seconded by Trustee Bauerlein, and approved by roll call vote with Ryan Anderson, Mark Bauerlein, Joe Jacquot, Lance Karp, Charles Kesler, Don Patterson, Christopher Rufo, and Debra A. Jenks (Chair) voting yes and Olivia Mikkelsen and Amy Reid voting no.

### **Approval of 2024-25 Preliminary Operating Budget**

A motion to approve 2024-25 Preliminary Operating Budget was made by Trustee Karp, seconded by Trustee Bauerlein, and approved unanimously by roll call vote with Ryan Anderson, Mark Bauerlein, Joe Jacquot, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Amy Reid, Christopher Rufo, and Debra A. Jenks (Chair) voting yes.

### **Approval of Food Services Purchase Order**

A motion to approve Food Services Purchase Order was made by Trustee Karp, seconded by Trustee Bauerlein, and approved unanimously by roll call vote with Ryan Anderson, Mark Bauerlein, Joe Jacquot, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Amy Reid, Christopher Rufo, and Debra A. Jenks (Chair) voting yes.

### **Approve Student Temporary Housing Purchase Orders – Modular Purchase Agreement**

A motion to approve Student Temporary Housing Purchase Orders – Modular Purchase Agreement was made by Trustee Karp, seconded by Trustee Bauerlein, and approved unanimously by roll call vote with Ryan Anderson, Mark Bauerlein, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Amy Reid, Christopher Rufo, and Debra A. Jenks (Chair) voting yes. Trustee Jacquot left the meeting at 3:15 p.m.

### **Approval of New College of Florida Educational Plant Survey Validation**

A motion to approve New College of Florida Educational Plant Survey Validation was made by Trustee Karp, seconded by Trustee Bauerlein, and approved by roll call vote with Ryan Anderson, Mark Bauerlein, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Christopher Rufo, and Debra A. Jenks (Chair) voting yes and Amy Reid voting no.

### **Approval of 2025-26 Legislative Budget Request (LBR) for Fixed Capital Outlay**

A motion to approve 2025-26 Legislative Budget Request (LBR) for Fixed Capital Outlay was made by Trustee Karp, seconded by Trustee Bauerlein, and approved by roll call vote with Ryan Anderson, Mark Bauerlein, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Christopher Rufo, and Debra A. Jenks (Chair) voting yes and Amy Reid voting no.

### **Approval of 2025-26 Legislative Budget Request**

A motion to approve Approval of 2025-26 Legislative Budget Request was made by Trustee Karp, seconded by Trustee Bauerlein, and approved by roll call vote with Ryan Anderson, Mark Bauerlein, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Christopher Rufo, and Debra A. Jenks (Chair) voting yes and Amy Reid voting no.

### **Approval of New College Foundation FY 2024-25 Budget**

A motion to approve New College Foundation FY 2024-25 Budget was made by Trustee Karp, seconded by Trustee Bauerlein, and approved unanimously by roll call vote with Ryan Anderson, Mark Bauerlein, Lance Karp, Charles Kesler, Olivia Mikkelsen, Don Patterson, Amy Reid, Christopher Rufo, and Debra A. Jenks (Chair) voting yes.

### **President's Report**

President Richard Corcoran gave his report.

**New College of Florida Business/Strategic Plan**

A motion to approve New College of Florida Business/Strategic Plan was made by Trustee Bauerlein, seconded by Trustee Karp, and approved unanimously by roll call vote with Ryan Anderson, Mark Bauerlein, Lance Karp, Don Patterson, Amy Reid, Christopher Rufo, and Debra A. Jenks (Chair) voting yes and Olivia Mikkelsen voting no. Trustee Kesler abstained.

**Approval of Post-tenure Review Audit Report**

Chair Jenks requested a motion to approve the Post-tenure Review Audit Report. A motion was made by Trustee Bauerlien and seconded by Trustee Karp.

Chair Jenks requested that Audit and Compliance Committee Chair Lance Karp discuss the Post-tenure Review Audit Report. Chair Karp requested Chief Audit Officer, Alex Tzoumas to discuss the report. Alex Tzoumas addressed the report and listed the additions that would be added and recognized going forward.

Questions and a discussion ensued.

The motion was then tabled.

**New Business**

No new business ensued.

**Adjournment**

There being no other business, the meeting was adjourned at 4:13 pm.

Respectfully submitted,

Christie Fitz-Patrick  
Chief of Staff/BOT Liaison

**NEW COLLEGE OF FLORIDA BOARD OF TRUSTEES**

**Meeting Date: August 15, 2024**

**SUBJECT:** Approve 2024-2025 Carry Forward Spending Plan and Fixed Capital Outlay Budget

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**PROPOSED BOARD ACTION**

- 1. Approve the College’s 2024-25 Carry Forward Spending Plan and Fixed Capital Outlay Budget
- 2. Authorize the President to make necessary adjustments to this budget during the operating year.

**BACKGROUND INFORMATION**

Pursuant to section 1011.45(2), Florida Statutes, each university that retains a state operating fund carryforward balance in excess of the 7 percent minimum shall submit a Carryforward Spending Plan to the Board of Governors. The Carryforward spending Plan must be approved by the universities' Board of Trustees on or before September 30, 2024. In addition, Board of Governors Regulation 14.003 requires each university to prepare and submit an annual Fixed Capital Outlay (FCO) budget approved by the university's Board of Trustees. Guidelines for these submissions are provided in Board Regulation 9.007 and 14.003.

The College anticipates using available funds from the Carry Forward Reserve to address important operational as well as critical capital needs. In summary, the Carry Forward Spending Plan is as Follows:

July 1, 2024 Beginning Reserve Balance	\$17,068,676
Mandatory 7 % Reserve	\$ 4,370,607
Non-Recurring Operating Expenses	\$ 2,631,566
Non-Recurring Recruitment & Retention	\$ 5,693,491
Fixed Capital Outlay Projects	\$4,373,013
June 30, 2025 Anticipated Ending Balance Less Mandatory Reserve	\$0

The Fixed Capital Outlay Budget is a summary of all FCO projects, and reflects the latest updates to the College’s proposed capital improvement plans.

Additionally, provided is the Carry Forward Spending Plan Summary, representing a final reconciliation of actual budget to the approved CF budget from 2023-24 is presented for informational purposes.

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**Supporting Documentation Included:**

- 2024-2025 Carry Forward Spending Plan
- 2024-2025 Fixed Capital Outlay Budget
- 2023-2024 Carry Forward Spending Plan as Amended and Reconciled (For Information Only)

**Facilitators/Presenters:** Christie Fitz-Patrick, Chief of Staff and Vice President for Finance and Administration

**NEW COLLEGE OF FLORIDA**  
**Education and General**  
**2024-2025 Carryforward Spending Plan Summary**  
**Approved by University Board of Trustees**  
**Balances and Spending Plans as of July 1, 2024**

	<b>University E&amp;G</b>	<b>Special Unit or Campus (Title)</b>	<b>Grand Total : University Summary</b>
<b>A. Beginning E&amp;G Carryforward Balance - July 1, 2024 :</b>			
Cash	\$ 1,990,410	\$ -	\$ 1,990,410
Investments	\$ 20,445,003	\$ -	\$ 20,445,003
Accounts Receivable	\$ 62,005	\$ -	\$ 62,005
Less: Accounts Payable	\$ 5,280,681	\$ -	\$ 5,280,681
Less: Deferred Student Tuition & Fees	\$ 148,061	\$ -	\$ 148,061
<b>B. Beginning E&amp;G Carryforward Balance (Net of Payables/Receivables/Deferred Fees) :</b>	\$ 17,068,676	\$ -	\$ 17,068,676
<b>C. Fiscal Year 2023-2024 E&amp;G Carryforward Encumbrances Brought Forward:</b>		\$ -	\$ -
<b>D. 7% Statutory Reserve Requirement (1011.45(1) F.S.):</b>	\$ 4,370,607	\$ -	\$ 4,370,607
<b>E. Carryforward Reserve Fund (1011.45(3) F.S.):</b>	\$ -	\$ -	\$ -
<b>F. E&amp;G Carryforward Balance Less 7% Statutory Reserve Requirement ( Amount Requiring Approved Spending Plan ) :</b>	<b>\$ 12,698,069</b>	<b>\$ -</b>	<b>\$ 12,698,069</b>
<b>G. Annual Contribution to Reserves for New FCO Projects (per s. 1001.706(12) F.S. and Board Reg 14.002) (Should agree with the "Total Facilities Reserves as of July 1, 2024" on the "Details - FCO Reserves" tab)</b>	\$ -	\$ -	\$ -
<b>H. * Restricted / Contractual Obligations</b>			
Restricted by Appropriations	\$ 5,693,491	\$ -	\$ 5,693,491
University Board of Trustees Reserve Requirement	\$ -	\$ -	\$ -
<b>Restricted by Contractual Obligations :</b>			
<b>Compliance, Audit, and Security</b>			
Compliance Program Enhancements	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ -	\$ -	\$ -
<b>Academic and Student Affairs</b>			
Student Services, Enrollment, and Retention Efforts	\$ -	\$ -	\$ -
Student Financial Aid	\$ -	\$ -	\$ -
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ -	\$ -	\$ -
Faculty Research and Public Service Support and Start-Up Funding	\$ -	\$ -	\$ -
Library Resources	\$ -	\$ -	\$ -
<b>Facilities, Infrastructure, and Information Technology</b>			
Utilities	\$ -	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ -	\$ -	\$ -
Small Carryforward Fixed Capital Outlay Projects ( Board of Governors Regulation 14.003(2) )	\$ 3,193,628	\$ -	\$ 3,193,628
Large Carryforward Fixed Capital Outlay Projects ( Board of Governors Regulation 14.003(2) )	\$ -	\$ -	\$ -
<b>Other UBOT Approved Operating Requirements</b>			
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ -	\$ -	\$ -
Contingencies for a State of Emergency Declared by the Governor ( Section 1011.45(3)(g) )	\$ -	\$ -	\$ -
<b>Operating Restricted :</b> (Should agree with restricted column totals on "Details-Operating" tab)	<b>\$ 5,693,491</b>	<b>\$ -</b>	<b>\$ 5,693,491</b>
<b>FCO Restricted :</b> (Should agree with restricted column totals on "Details-Fixed Capital Outlay" tab)	<b>\$ 3,193,628</b>	<b>\$ -</b>	<b>\$ 3,193,628</b>
<b>Grand Total Restricted / Contractual Funds :</b>	<b>\$ 8,887,119</b>	<b>\$ -</b>	<b>\$ 8,887,119</b>
<b>I. * Commitments</b>			
<b>Compliance, Audit, and Security</b>			
Compliance Program Enhancements	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ 290,505	\$ -	\$ 290,505
<b>Academic and Student Affairs</b>			
Student Services, Enrollment, and Retention Efforts	\$ -	\$ -	\$ -
Student Financial Aid	\$ -	\$ -	\$ -
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ -	\$ -	\$ -
Faculty Research and Public Service Support and Start-Up Funding	\$ -	\$ -	\$ -
Library Resources	\$ -	\$ -	\$ -
<b>Facilities, Infrastructure, and Information Technology</b>			
Utilities	\$ -	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ 367,340	\$ -	\$ 367,340
Small Carryforward Fixed Capital Outlay Projects ( Board of Governors Regulation 14.003(2) )	\$ 1,179,385	\$ -	\$ 1,179,385
Large Carryforward Fixed Capital Outlay Projects ( Board of Governors Regulation 14.003(2) )	\$ -	\$ -	\$ -



**NEW COLLEGE OF FLORIDA**  
**Education and General**  
**2024-2025 Carryforward Spending Plan Summary**  
**Approved by University Board of Trustees**  
**Balances and Spending Plans as of July 1, 2024**

	<u>University E&amp;G</u>	<u>Special Unit or Campus (Title)</u>	<u>Grand Total : University Summary</u>
<b>Other UBOT Approved Operating Requirements</b>			
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ 1,973,720	\$ -	\$ 1,973,720
Contingencies for a State of Emergency Declared by the Governor ( Section 1011.45(3)(g) )	\$ -	\$ -	\$ -
<b>Operating Commitments :</b> (Should agree with committed column total on "Details-Operating" tab)	<b>\$ 2,631,565</b>	<b>\$ -</b>	<b>\$ 2,631,565</b>
<b>FCO Commitments :</b> (Should agree with committed column total on "Details-Fixed Capital Outlay" tab)	<b>\$ 1,179,385</b>	<b>\$ -</b>	<b>\$ 1,179,385</b>
<b>Grand Total Commitments :</b>	<b>\$ 3,810,950</b>	<b>\$ -</b>	<b>\$ 3,810,950</b>
<b>J. Available E&amp;G Carryforward Balance as of July 1, 2024:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Please provide supplemental **detailed descriptions** for these multiple-item categories in sections F, G, and H for operating, fixed capital outlay, and FCO Reserves spending plans using Board of Governors templates provided (use worksheet tabs for "Details" included with this file).

**Notes :**

- Florida Polytechnic University amounts include the Phosphate Research Trust Fund.
- 2024 House Bill 707 amended 1011.45 F.S.** regarding university Education & General carryforward minimum reserve balances, reporting requirements, and allowable uses. 1011.45(1) states that "Each university shall maintain a minimum carry forward balance in of at least 7 percent of its state operating budget; however, a university may retain and report to the Board of Governors an annual reserve balance exceeding that amount. The spending plan shall be submitted to the university's board of trustees for review, approval, or if necessary, amendment by September 1, 2020, and each September 1 board of trustees for review, approval, or if necessary, amendment by September 1, 2020, and each September 1 thereafter. The Board of Governors shall review, approve, and amend if necessary, each university's carry forward spending plan by October 1, 2020, and each October 1 thereafter." 1011.45(3) adds "A university's carry forward spending plan must include the estimated cost per planned expenditure and a timeline for completion of the expenditure." Three additional tabs are provided with this file to allow reporting of university detailed expenditure plans for each planned expenditure or project, a completion timeline, and amount budgeted for expenditure during the reporting fiscal year.

**NEW COLLEGE OF FLORIDA**  
**2024-2025 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)**  
Pursuant to 1011.45, Florida Statutes  
July 1, 2024

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Project Timeline			Comments/Explanations
			Total Amount to be Funded from Current Year E&G Carryforward Balance	RESTRICTED Restricted Balance as of July 1, 2024	COMMITTED Committed Balance as of July 1, 2024	E&G Carryforward Amount Budgeted for Expenditure During FY25	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1	Information Technology (ERP, Equipment, etc.)	Academic Computing	\$ 51,595	\$ -	\$ 51,595	\$ 51,595	1	1	2025	
2	Information Technology (ERP, Equipment, etc.)	Administrative Computing	\$ 101,462	\$ -	\$ 101,462	\$ 101,462	1	1	2025	
3	Campus Security and Safety Enhancements	Police Department	\$ 290,505	\$ -	\$ 290,505	\$ 290,505	1	1	2025	
4	Information Technology (ERP, Equipment, etc.)	Networking Infrastructure	\$ 214,284	\$ -	\$ 214,284	\$ 214,284	1	1	2025	
5	Other Operating Requirements (University Board of T	General Institutional Enhancements	\$ 1,973,720	\$ -	\$ 1,973,720	\$ 1,973,720	2	1	2026	
6	Restricted by Appropriations	E&G Performance Based Funding - Recruitment & Retention	\$ 5,693,491	\$ 5,694	\$ 5,687,797	\$ 5,693,491	3	1	2027	
<b>Total as of July 1, 2024: *</b>			<b>\$ 8,325,057</b>	<b>\$ 5,694</b>	<b>\$ 8,319,363</b>	<b>\$ 8,325,057</b>				

\*Note: Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.

**NEW COLLEGE OF FLORIDA**  
**2024-2025 University E&G Carryforward Spending Plans - Supplemental Details (Fixed Capital Outlay Project Plans)**  
Pursuant to Section 1011.45, Florida Statutes  
July 1, 2024

Line Item #	Carryforward Spending Plan Category	Specific Project Title/Name	Project Description	Amount of July 1, 2024, E&G Carryforward Operating Balance Provided to FCO Project <sup>2</sup> (F+G)	(F) Restricted	(G) Committed	Carryforward Expenditure Timeline			Comments/Explanations
							To Restricted Balance on July 1, 2024	To Committed Balance on July 1, 2024	Total # Years of Expenditures per Project	

**Small Carryforward Projects<sup>1</sup>**

1	Small, < \$2M: Completion of Remodeling or Infrastructure	Caples Mansion Phase 2 (70803B)	HVAC improvements; repair of interior walls, ceilings, and floor; repair of select windows and	\$ 198,797	\$ 163,307	\$ 35,490	2	2	2025	
2	Small, < \$2M: Renovation, Repair or Maintenance	Library Renovations (70809B)	Exterior painting and stucco repairs	\$ 76,454	\$ 76,454	\$ -	2	2	2025	
3	Small, < \$2M: Demolition of educational facilities & site improvements	Palmer E demo, 58th Street Houses - Reichert/Knight (70812A)	Demolition of facilities as recommended in the Educational Plant Survey	\$ 405,875	\$ 394,966	\$ 10,909	2	2	2025	
4	Small, < \$2M: Renovation, Repair or Maintenance	College Hall (70814A)	Supplemental to Deferred Maintenance State Appropriation	\$ 690,435	\$ 124,215	\$ 566,220	2	2	2025	
5	Small, < \$2M: Completion of Remodeling or Infrastructure	58th St Project (70817)	Design and infrastructure to complete a connector street	\$ 9,878	\$ 9,878	\$ -	2	2	2025	
6	Small, < \$2M: Completion of Remodeling or Infrastructure	Greenhouse Replacement (70819)	Replace two existing greenhouse spaces	\$ 468,391	\$ 285,576	\$ 182,815	3	3	2025	
7	Small, < \$2M: Renovation, Repair or Maintenance	Access Control Replacement (70825)	Upgrades to access control hardware and software	\$ 2,926	\$ 2,926	\$ -	2	2	2025	
8	Small, < \$2M: Renovation, Repair or Maintenance	Elevator Safety Code (70826)	Repair and upgrades to existing elevators across campus	\$ 74,643	\$ 74,643	\$ -	2	2	2025	
9	Small, < \$2M: Completion of Remodeling or Infrastructure	Campus Master Plan Amendment (70830)	5 Year Master Plan Update	\$ 240,695	\$ 120,795	\$ 119,900	2	2	2025	
10	Small, < \$2M: Demolition of educational facilities & site improvements	Renovation of Car Museum (70831)	Assessment of 1950s and 60s era buildings to determine renovation needs; and add access road.	\$ 814,450	\$ 631,509	\$ 182,941	2	2	2025	
12	Small, < \$2M: Renovation, Repair or Maintenance	Campus Enhancement (Minor) (70925)	Includes landscape improvements, other minor repairs.	\$ 1,390,469	\$ 1,309,359	\$ 81,110	3	2	2,025.00	
<b>* Total Minor Carryforward As July 1, 2024 :</b>				<b>\$ 4,373,013</b>	<b>\$ 3,193,628</b>	<b>\$ 1,179,385</b>				

**Large Carryforward Projects<sup>1</sup>**

7				\$ -	\$ -	\$ -				
8				\$ -	\$ -	\$ -				
9				\$ -	\$ -	\$ -				
10				\$ -	\$ -	\$ -				
11				\$ -	\$ -	\$ -				
<b>* Total Major Carryforward As July 1, 2024 :</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>Fixed Capital Outlay Totals :</b>				<b>\$ 4,373,013</b>	<b>\$ 3,193,628</b>	<b>\$ 1,179,385</b>				

\* Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.

1. As defined in Board of Governors Regulation 14.003.

2. Amount deducted from July 1, 2024, beginning E&G Carryforward operating balance for fixed capital outlay project funding per Section 1011.45, F.S. and Board of Governors Regulation 9.007(3)(a)(4).

New College of Florida  
**FIXED CAPITAL OUTLAY BUDGET for Fiscal Year 2024-25**  
 (per s. 1013.61, F.S. and Board Reg. 14.003)

University Contact: Christie Fitz-Patrick [cfitzpatrick@ncf.edu](mailto:cfitzpatrick@ncf.edu) and [941.487.4443](tel:9414874443)  
 [name] [email & phone]

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
	<b>Education &amp; General (E&amp;G) Operating Projects <sup>1</sup></b>				E&G Operating Funds	\$0	\$0		\$0		Not Applicable	These are current year funds to be spent in the current year.
	<b>Carryforward (CF) - Small Projects <sup>2</sup></b>			\$4,373,013	CF	\$4,373,013	\$3,193,628	\$1,179,385	\$0		Refer to detail in Carryforward Spending Plan	
	<b>Carryforward (CF) - Large Projects <sup>3</sup></b>											
5												
6												
7												
					Subtotal - CF Large Projects:		\$0	\$0	\$0	\$0		
	<b>State Appropriated Projects <sup>4,6</sup></b>											
	Deferred Maintenance	Appropriated by the 2022 Session; Includes College Hall; 4 Winds; Caples Fine Arts; Library Repairs	\$	1,842,739	GR	<u>\$1,842,739</u>	\$1,382,587	\$460,152	\$0	1/1/2023	6/30/2025	
					Total:	\$1,842,739						
	Hamilton Classroom Renovation	Requesting Reversion and Reappropriation to Land Acquisition	\$	5,882,388	PECO	<u>\$5,882,388</u>	\$0	\$0	\$5,882,388	N/A	N/A	New College is requesting funds be appropriated towards Land Acquisition of current campus from SRQ Airport
					Total:	\$5,882,388						
	CITF Funds	CITF - Includes Improvement and Renovation to Ham Center; 4 Winds; Fitness Center; Other Student Light Improvements	\$	418,838	CITF 2021 CITF 2022 CITF 2023 CITF 2024	106,898 99,821 97,984 <u>114,135</u>	\$129,517	\$289,321	\$0	10/1/2023	6/30/2025	Subject to Consultation with the NCSA (Student Government)
					Total:	\$418,838						
	PECO - Renovation of Pritzker Marine Biology Building	Renovation of Pritzker Marine	\$	3,500,000	PECO	<u>\$3,500,000</u>	\$128,204	\$3,371,796	\$-	7/1/2023	6/30/2025	
					Total:	\$3,500,000						
	PECO - Dormitory Remediation	Renovation of Dorms	\$	6,250,000	PECO	<u>\$6,250,000</u>	\$-	\$0	\$6,250,000	7/1/2024	6/30/2026	
					Total:	\$6,250,000						
					Subtotal - State Appropriated Projects:		\$1,640,309	\$4,121,268	\$12,132,388			
	<b>Non-Appropriated Projects <sup>5,6</sup></b>											
					Subtotal - Non-Appropriated Projects:		\$0	\$0	\$0	\$0		
				<b>TOTALS:</b>	<b>\$22,266,978</b>	<b>\$4,373,013</b>	<b>\$4,833,937</b>	<b>\$5,300,653</b>	<b>\$12,132,388</b>			

**Notes:**

- 1) *Education & General (E&G) Operating Projects* is a consolidated line item of all FCO projects, as defined in Board reg 14.001, funded from current year E&G operating funds. No individual project funded in whole or in part shall exceed \$1M, per Board reg 9.007(3)(a)1.
- 2) *Carryforward (CF) - Small Projects* is a consolidated line item of all FCO projects with a cost up to \$2M funded in whole or in part from from CF funds, pursuant to Board Reg. 14.003(2)(b). Includes replacement of facilities less than 10,000 gross sf. This is a single line item in the FCO budget. For a list of individual projects, refer to the Carryforward Spending Plans (CFSP).
- 3) *Carryforward (CF) - Large Projects* includes any FCO project funded in whole or in part from CF funds, where total individual FCO project cost exceeds \$2M, pursuant to Board reg. 14.003(2)(c) and expenditure limits described therein. May also be reflected as one of multiple funding sources under categories State Appropriate Projects and Non-Appropriated Projects.
- 4) *State Appropriated Projects* - this category includes all FCO projects utilizing funds originally appropriated as FCO funds by the State of Florida, notwithstanding criteria in Board regulation 14.001. These funds should never be included in the operating budget. Examples, PECO (including Sum-of-Digits) and CITF. Reference Board reg 14.003(12)(d). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.

5) *Non-Appropriated Projects* - this category includes all university FCO projects that have not directly or indirectly used funds appropriated by the State. Examples include private donations, athletic revenues, federal grants, housing/parking revenue bonds, etc. Reference Board reg 14.003(2)(e). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.

6) In light of the definition of "board" (s. 1013.01, F.S.), the requirements of s. 1031.61, F.S., the FCO Budget does not apply to those projects acquired, constructed, and owned by a Direct Support Organization or under a Public Private Partnership.

## NEW COLLEGE OF FLORIDA BOARD OF TRUSTEES

**Meeting Date: August 15, 2024**

**SUBJECT:** Approve Operating Budget University Summary Schedule I (July 2024 - June 2025)

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### **PROPOSED BOARD ACTION**

1. Approval Operating Budget University Summary Schedule I (July 2024 - June 2025)
2. Authorize the President to make necessary adjustments to this budget during the operating year.

### **BACKGROUND INFORMATION**

Board of Governors Regulation 9.007, State University Operating Budgets and Requests, states that "Each university president shall prepare an operating budget, including an Education and General (E&G) Carryforward Spending Plan, for approval by the university board of trustees in accordance with instructions, guidelines, and standard formats provided by the Board of Governors."

The Schedule I information is reflective of the budget approved by the Board of Trustees on June 13, 2024.

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**Supporting Documentation Included:** Summary Schedule I (July 2024 - June 2025)

**Facilitators/Presenters:** Christie Fitz-Patrick, Chief of Staff and Vice President for Finance and Administration

STATE UNIVERSITY SYSTEM OF FLORIDA  
OPERATING BUDGET  
SUMMARY SCHEDULE I

	-----Local Funds <sup>4</sup> -----											Summary Totals
	Education & General <sup>1</sup>	Contracts & Grants <sup>2</sup>	Auxiliaries <sup>3</sup>	Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance	Board - Approved Fees	Faculty Practice Plan <sup>5</sup>	
1 Beginning Fund Balance :	\$ 17,068,676	\$ 463,579	\$ 4,769,670	\$ 8,479	\$ 4,839	\$ 43,524	\$ -	\$ 1,205	\$ -	\$ 3,243	\$ -	\$ 22,363,215
2												
3 <b>Receipts/Revenues</b>												
4 General Revenue	\$ 59,895,913											\$ 59,895,913
5 Lottery	\$ 2,541,324											\$ 2,541,324
6 Student Tuition	\$ 5,007,778											\$ 5,007,778
7 Phosphate Research												\$ -
8 Other U.S. Grants		\$ 216,494										\$ 216,494
9 City or County Grants												\$ -
10 State Grants		\$ 109,709										\$ 109,709
11 Other Grants and Donations		\$ 2,247,510			\$ 4,532,468							\$ 6,779,978
12 Donations / Contrib. Given to the State												\$ -
13 Sales of Goods / Services												\$ -
14 Sales of Data Processing Services												\$ -
15 Fees			\$ 57,150	\$ 341,001	\$ 273,000		\$ 350,000	\$ 121,400		\$ 28,000		\$ 1,170,551
16 Miscellaneous Receipts		\$ 2,435,186	\$ 10,230,089		\$ 2,000	\$ 14,000	\$ 747,048					\$ 13,428,323
17 Rent												\$ -
18 Concessions												\$ -
19 Assessments / Services												\$ -
20 Other Receipts / Revenues <sup>6</sup>			\$ 95,000									\$ 95,000
21 Subtotal:	\$ 67,445,015	\$ 5,008,899	\$ 10,382,239	\$ 341,001	\$ 4,807,468	\$ 14,000	\$ 1,097,048	\$ 121,400	\$ -	\$ 28,000	\$ -	\$ 89,245,070
22 Transfers In			\$ 648,227				\$ 351,482					\$ 999,709
23 Total - Receipts / Revenues:	\$ 67,445,015	\$ 5,008,899	\$ 11,030,466	\$ 341,001	\$ 4,807,468	\$ 14,000	\$ 1,448,530	\$ 121,400	\$ -	\$ 28,000	\$ -	\$ 90,244,779
24												
25 <b>Operating Expenditures</b>												
26 Salaries and Benefits	\$ 37,889,365	\$ 1,340,907	\$ 1,210,307	\$ 130,559	\$ 36,827			\$ 113,309				\$ 40,721,274
27 Other Personal Services	\$ 1,973,371	\$ 1,478,905	\$ 173,700	\$ 85,000	\$ 2,596,641				\$ 18,800			\$ 6,326,417
28 Expenses	\$ 21,277,137	\$ 1,263,558	\$ 5,146,427	\$ 133,921	\$ 2,174,000	\$ 14,000	\$ 1,097,048	\$ 1,000	\$ 5,818			\$ 31,112,909
29 Operating Capital Outlay	\$ 11,999		\$ 215,000									\$ 226,999
30 Risk Management	\$ 246,958											\$ 246,958
31 Financial Aid	\$ 433,685											\$ 433,685
32 Scholarships	\$ 5,500,000	\$ 138,156										\$ 5,638,156
33 Waivers												\$ -
34 Finance Expense												\$ -
35 Debt Service			\$ 603,227									\$ 603,227
36 Salary Incentive Payments												\$ -
37 Law Enforcement Incentive Payments												\$ -
38 Library Resources	\$ 112,500											\$ 112,500
39 Institute of Government												\$ -
40 Regional Data Centers - SUS												\$ -
41 Black Male Explorers Program												\$ -
42 Phosphate Research												\$ -
43 Other Operating Category (Provide Details)												\$ -
44 Total Operating Expenditures :	\$ 67,445,015	\$ 4,221,526	\$ 7,348,661	\$ 349,480	\$ 4,807,468	\$ 14,000	\$ 1,097,048	\$ 114,309	\$ -	\$ 24,618	\$ -	\$ 85,422,125
45												

STATE UNIVERSITY SYSTEM OF FLORIDA  
OPERATING BUDGET  
SUMMARY SCHEDULE I

	-----Local Funds <sup>4</sup> -----											Summary Totals
	Education & General <sup>1</sup>	Contracts & Grants <sup>2</sup>	Auxiliaries <sup>3</sup>	Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance	Board - Approved Fees	Faculty Practice Plan <sup>5</sup>	
46 <b>Non-Operating Expenditures</b> (*Amounts provided as provisional estimates pending final approval and certification of Carryforward Spending Plan and Fixed Capital Outlay Budget at a later date)												
47 * Carryforward (From Prior Period Funds)	\$ 8,325,057											\$ 8,325,057
48 * Fixed Capital Outlay	\$ 4,373,013											\$ 4,373,013
49 Transfers Out <sup>8</sup>		\$ 40	\$ 3,840,975			\$ 300	\$ 351,482	\$ 9,093		\$ 1,944		\$ 4,203,834
50 Other <sup>7</sup>												\$ -
51 Total Non-Operating Expenditures :	\$ 12,698,070	\$ 40	\$ 3,840,975	\$ -	\$ -	\$ 300	\$ 351,482	\$ 9,093	\$ -	\$ 1,944	\$ -	\$ 16,901,904
52												
53 <b>Ending Fund Balance :</b>	\$ 4,370,606	\$ 1,250,912	\$ 4,610,500	\$ -	\$ 4,839	\$ 43,224	\$ -	\$ (797)	\$ -	\$ 4,681	\$ -	\$ 10,283,965
54												
55 Fund Balance Increase / Decrease :	\$ (12,698,070)	\$ 787,333	\$ (159,170)	\$ (8,479)	\$ -	\$ (300)	\$ -	\$ (2,002)	\$ -	\$ 1,438	\$ -	\$ (12,079,250)
56 Fund Balance Percentage Change :	-74.39%	169.84%	-3.34%	-100.00%	0.00%	-0.69%	#DIV/0!	-166.14%	#DIV/0!	44.34%	#DIV/0!	-54.01%

1. The Education and General budget funds the general instruction, research, and public service operations of the universities. Universities have accumulated ending fund balances for activities such as the implementation and maintenance of Enterprise Resource Program systems, contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in utilities, and prior year encumbrances (recorded, estimated liability at year-end for ordered or received goods or services), and compliance with Section 1011.45 F.S. on maintaining a 7% reserve.
2. The Contracts and Grants budget contains activities in support of research, public service, and training. Large fund balances are due to the timing of receipt of Federal contracts or grants.
3. Auxiliaries are ancillary support units on each university campus. Some of the major activities include housing, food services, book stores, student health centers, facilities management, and computer support. Ending fund balances includes financial activities such as debt service payments, reserve, repair and replacement reserves for future maintenance costs, construction/renovation of auxiliary facilities, and prior year encumbrances.
4. Local funds include the following university activities:
  - a. Student Activities - Supported primarily by the student activity and service fee and funds operations of the student government, cultural events, organizations, and intramural/club sports.
  - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships. The ending fund balance represents a timing difference between the receipts of funds and disbursement to the students.
  - c. Concessions - These resources are generated from various vending machines located on the university campuses.
  - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Sufficient fund balances are maintained to provide the necessary support for ongoing athletic activities.
  - e. Technology fee - Collections are used to enhance instructional technology resources for students and faculty.
  - f. Self-Insurance Program - These programs are directed by the respective self-insurance councils and the captive insurance companies (These companies underwrite the risks of its owner and the owner's affiliates.). These activities are supported by premiums charged to the insured individuals and entities (primarily medical faculty and institutions).
  - g. Board-Approved Fees - Student fees proposed by each university and authorized by the Board of Governors to address specific student-based needs not addressed through another service or fee.
5. Faculty Practice - The Faculty Practice Plan collects and distributes income from faculty billings for patient services provided in conjunction with state university medical school programs.
6. Other Receipts/Revenues includes categories such as interest, penalties, refunds, admissions, fines, taxes, etc.
7. Other Non-Operating Expenditures includes categories such as refunds, payment of sales taxes, or indirect costs.
8. Transfers Out include items such as overhead assessments, Faculty Practice Plan transfers for medical faculty salaries, student financial aid support, etc. **Education & General transfers must be accompanied by detailed information.**



**NEW COLLEGE OF FLORIDA  
BOARD OF TRUSTEES**

**Meeting Date: August 15, 2024**

**SUBJECT: Approve New College of Florida Textbook and Instructional Materials Affordability Annual Report for Fall 2023 and Spring 2024**

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**PROPOSED BOARD ACTION**

Approval New College of Florida Textbook and Instructional Materials Affordability Annual Report for Fall 2023 and Spring 2024

**BACKGROUND**

Florida Board of Governors Regulation 8.003 Textbook and Instructional Materials Affordability and Transparency requires each university board of trustees to provide an annual report by September 30th to the Chancellor of the State University System that details:

- (a) The selection process for high enrollment general education courses;
- (b) Specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials;
- (c) Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class;
- (d) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year; and
- (e) Compliance with the required components of the textbook and instructional materials list as detailed in (1)(h) of the regulation.

**Summary of the Report**

Individual faculty members select the textbooks and instructional materials for general education courses, including those with high enrollment. In most cases, faculty members choose reliable and affordable earlier editions. Faculty members may select the newest edition of a text when they redesign their introductory course sequence and in fields with rapidly changing scholarship requiring updated textbooks. Over the past five years, New College has maintained a significant number of courses that do not require or recommend the purchase of texts or instructional materials and/or utilize open educational resources.

In 2018-19, 24 course sections did not require or recommend the purchase of texts or instructional materials. In 2021-22, 125 course sections out of the 399 course sections taught over the academic year utilized open educational resources and/or did not require or recommend the purchase of textbooks or instructional materials. This amounted to an overall percentage of 31%. In 2022-23, 178 course sections out of a total of 412 course sections were offered with no cost materials. This amounted to an overall percentage of

43%. In 2023-24, 115 out of the total 417 course sections offered with no cost materials, for an overall percentage of 28%.

The Board of Governors tracks courses for which the cost of required or recommended texts and instructional materials is below a \$20/credit hour threshold (consistent with the State University System of Florida Action Plan for the Pricing of Textbooks). Given our policy that NCF full-unit courses should be considered the equivalent of 4 credit hours, we interpreted this low-cost threshold to be \$80 for a full-unit course, or \$40 for a one-module course. An additional 164 course sections met this threshold. This amounted to 67% of courses offered during Fall 2023 and Spring 2024 that met the state's target for low-cost or no-cost instructional materials.

Notably, New College exceeded the state targets with over 96% of its Fall 2023 courses and over 96% of its Spring 2024 courses meeting the state's 45-day posting deadline. This is above the 95% BOG target for timely submission.

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**Supporting Documentation:** New College of Florida Textbook and Instructional Materials Affordability Annual Report for Fall 2023 and Spring 2024

**Facilitator(s)/Presenter(s):** Manuel Lopez, Ph.D. Associate Provost & Associate Professor of Buddhist Studies and Religion

**Textbook and Instructional Materials Selection Process**

Report the textbook and instructional materials selection process used for general education courses with high enrollment. Include the course prefix(es) and number(s), the course title(s), and the total number of courses (*n*=). In column "F," use the drop-down arrow in each cell to select the appropriate selection process. The methodology for determining high enrollment courses is as follows: *Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment.*

General Education Courses with High Enrollment		Total Number of Course Sections ( <i>n</i> =)	Selection Process	If "other," describe
Course Prefix & Number	Course Title			
SOCI	2100	Introduction to Sociology	1	Individual Faculty
ECON	2510	Introduction to International Business*	1	Individual Faculty
BIOL	2100	Foundations of Biology I	1	Individual Faculty
CSCI	2200	Introduction to Programming in Python	1	Individual Faculty
MATH	2311	Calculus I	1	Individual Faculty
ECON	2110	Principles of Economics	1	Individual Faculty
PSYC	2050	Introductory Psychology Seminar: General*	1	Individual Faculty
POLS	2041	American Government and Civics*	1	Individual Faculty
MATH	2104	Discrete Mathematics*	1	Individual Faculty
MATH	2055	Math Tools for the Social Sciences*	1	Individual Faculty
ECON	2110	Principles of Economics	1	Individual Faculty
PHYS	2050	Descriptive Astronomy*	1	Individual Faculty
POLS	2041	American Government and Civics*	1	Individual Faculty

## Course Sections with No Cost for Textbooks/Instructional Materials

Report the total number of course section(s) offered including exceptions and the total number of course sections that did not require or recommend the purchase of a textbook(s)/ instructional materials and/or utilized open educational resources. These may include general education courses, upper level courses, and courses for directed independent study, internships, thesis/dissertation, etc. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

Fall 2023	
<b>Total Number of Course Sections Offered (Including Exceptions)</b>	209
<b>Total Number of Course Sections Offered with No Cost Materials</b>	52
<b>Percent of Course Sections with No Cost Materials (Auto-Calculated)</b>	25%

Spring 2024	
<b>Total Number of Course Sections Offered (Including Exceptions)</b>	208
<b>Total Number of Course Sections Offered with No Cost Materials</b>	63
<b>Percent of Course Sections with No Cost Materials (Auto-Calculated)</b>	30%

**Board Action Plan - Low Cost Course Materials**

Report the total number of course section(s) offered including exceptions and the total number of course sections that required or recommended textbook(s)/instructional materials for \$20 or less per credit hour (e.g., \$60 or less for a three-credit-hour course), which meets the State University System of Florida Action Plan for the Pricing of Textbooks and other Instructional Materials. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

**Fall 2023**

<b>Total Number of Course Sections Offered (Including Exceptions)</b>	209
<b>Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour</b>	75
<b>Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)</b>	36%

**Spring 2024**

<b>Total Number of Course Sections Offered (Including Exceptions)</b>	208
<b>Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour</b>	89
<b>Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)</b>	43%

## Textbook & Instructional Materials Affordability Initiatives

**Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.**

New College of Florida is committed to offering textbook and curricular material options that are affordable and accessible to students. New College's library, the Jane Bancroft Cook Library, orders textbooks and course materials, including digital versions when feasible, so that students have access to instructional materials maintained on reserve at the library or through digital access. Course Reserves Usage reports for Fall 2023 and Spring 2024 indicate that students made considerable use of these various campus resources. Faculty are increasingly aware of digital resources, and thus take advantage of the array of new rental, used, and new eTextbook options offered by our campus bookstore in addition to the print books available for purchase. Faculty also identify publishers who provide reasonably priced, quality materials, thereby keeping costs down and improving access to course content for students. Faculty may choose one textbook to serve for a two-semester course sequence, and they may select affordable anthologies instead of several individual texts. Faculty have also expanded their use of Canvas, curating various instructional materials including articles, images, videos, podcasts, and website links that can deliver rich educational content. Our ETS director on different occasions shared information with faculty on open educational resources (OER). The Provost office also collaborated with the campus bookstore providing workshops and training sessions requested by faculty in selection of affordable textbooks. Through these and other measures and initiatives, New College of Florida strives to reduce costs of textbooks and instructional materials so that students are not overly burdened by excess expenses.

**Has the *opt-in* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.**

No.

**Has the *opt-out* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.**

No.

**University Policies for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline**

**Describe policies implemented to ensure the posting of textbooks and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.**

To ensure compliance with the Board of Governors regulation that at least 95% of all courses and course sections have their textbooks and instructional materials posted 45 days before the first day of class, New College faculty are asked to submit information about their instructional materials well in advance of the posting deadline. Regular communication among NCF's Division Chairs, Registrar's Office, Provost's Office, Institutional Research and Assessment, Division Office Assistants, certain Interdisciplinary Programs, and the Follett Bookstore Manager confirms that the necessary details are being collected. Information from the Follett bookstore manager about those faculty who have not submitted their list of course textbooks and materials by an earlier deadline is subsequently shared with the Provost's Office, and the faculty are sent regular reminders and are contacted by NCF staff. Once the information is complete, the required Textbook List is posted on NCF's website and students are also directed to search for all of their materials on the NCF/USF Follett bookstore website, where they are able to enter their student ID and locate materials for their individual courses.

**Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?**

The policies put in place have been effective in meeting the reporting requirement.

Published List of Required and Recommended Textbooks and Instructional Materials	
Please use the drop-down options to confirm the published list of required and recommended textbooks and instructional materials includes the following information.	
Information Required	Affirm Information is Included
International Standard Book Number (ISBN) or Other Identifying Information	Included
Title	Included
All Authors Listed	Not Included
Publishers	Included
Edition Number	Not Included
Copyright Date	Included
Published Date	Not Included
Searchable by Course Subject, Course Number, Course Title, Name of Instructor, Title of Material, and Author(s) of Material	Included
Material Information is Easily Downloadable by Current and Prospective Student	Included

Published Course Syllabus Requirements	
Please use the drop-down options to confirm the course syllabus of the general education core course options identified pursuant to section 1007.25, Florida Statutes include the following information.	
Information Required	Affirm Information is Included
Course Curriculum	Included
Goals, Objectives, and Student Expectations of the Course	Included
How Student Performance will be Measured	Included

Link to Published List of Required and Recommended Textbooks and Instructional Materials
Please provide a link to the webpage housing the information listed under "Published List of Required and Recommended Textbooks and Instructional Materials.". If each course section has its own website link, please provide one example link.
<b>Please Provide Link Below</b>
<a href="https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj">https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj</a>

Link to Published List of Course Syllabi for General Education Courses	
Please provide links to the webpages housing the information under "Published Course Syllabus Requirements."	
<b>Please Provide Links Below</b>	
Communication	<a href="https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj">https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj</a>
Humanities	<a href="https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj">https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj</a>
Mathematics	<a href="https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj">https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj</a>
Natural Sciences	<a href="https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj">https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj</a>
Social Sciences	<a href="https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj">https://app.powerbi.com/view?r=eyJrjoiMmQ5ODIIMzYtNDYzNS00MmUzLWlwYzItMjYwOGU1MzVhZTVjIiwidCI6IjY3MTRhNTk5LWE3MGU1MzVhZTVjIiwidGhZmE2NTQ3YiMzZCislmMiOjIj</a>

Note: The primary author is listed (a single author constitutes the overwhelming majority of textbooks used). Constraints in the data provided by our bookstore preclude additional author information and published date. We will continue working with our bookstore vendor to provide the additional data elements to meet the BOG regulation requirements.

**Exceptions**

Per Board of Governors Regulation 8.003(1)(h), Textbook and Instructional Materials Affordability, any request for an exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

Fall 2023				
Total # of Course Sections (Not Including Exceptions)	# of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column A + Column B) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
203	6	209	3%	Late addition of visiting or adjunct

Spring 2024				
Total # Of Course Sections (Not Including Exceptions)	# Of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column G + Column H) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
208	0	208	0%	



**University Requirements for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline**

Use the tables below to report the total number of course sections offered at the 45-day posting deadline, the number of course sections that met the posting requirement, the number of course sections that changed materials after the posting deadline, and the number of course sections that did not meet the posting requirement. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

Fall 2023					
Total Course Sections at the 45 Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
194	187	96%	0.00%	6	3.09%

Spring 2024					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
193	187	96.89%	0.00%	6	3.11%

**\*\*Note:** Per Board Regulation 8.003 (1) (h), a course or course section added after the posting requirement is considered an exception and should be reported on the "Exceptions" tab. A request for any other exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.

## NEW COLLEGE OF FLORIDA BOARD OF TRUSTEES

Meeting Date: August 15, 2024

**SUBJECT: Approval of Florida Institute of Marine Mammal Science (FIMMS) proposal**

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### **PROPOSED BOARD ACTION**

Approval of Florida Institute of Marine Mammal Science (FIMMS) proposal

### **BACKGROUND INFORMATION**

Per NCF regulation 4-6001(3a), to establish a State of Florida Institute or Center, the Provost of NCF shall prepare and submit a proposal to the New College BOT for approval.

FIMMS will anchor the Master's in Marine Mammal Science (MIMMS) program, which has obtained the following approvals:

- NCF BOT - 2/22/24
- FL BOG - 3/27/24
- SACS (Southern Association of Colleges & Schools) - 5/13/24

Final consideration and approval of this Institute proposal occurs via the FL BOG, after review by BOG staff, the CAVP (Council of Academic Vice Presidents) and ultimately the Chancellor, before full consideration by the BOG.

Approximately 500 Centers & Institutes are listed on the FL BOG's [inventory](#), and this will be the first proposed one for NCF. This State of Florida institute will partner with the Aquatic Animal Health Program in UF's College of Veterinary Medicine, the most distinguished R1 university in the FL SUS.

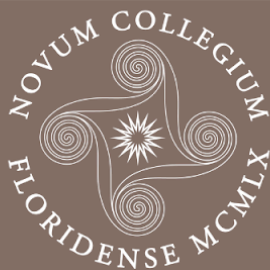
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**Supporting Documentation Included:** FIMMS proposal to the FL BOG

**Facilitators/Presenters:** Dr. David Rancourt, Interim Provost and Dr. Heidi Harley, Professor of Psychology

# NEW COLLEGE OF FLORIDA

State University System  
Institute Proposal:  
Florida Institute of Marine Mammal  
Science



**Prepared for:**  
Florida Board of Governors  
State University System

## **SUS Institute Application for the Florida Institute of Marine Mammal Science (NCF & UF)**

Florida is rich in marine mammals and the scientists who study them. However, there is no focal organization supporting collaborations around marine mammal science in Florida's State University System. Here we propose creating an SUS center, the Florida Institute of Marine Mammal Science (FIMMS) at New College of Florida in partnership with the Aquatic Animal Health Program in the University of Florida's College of Veterinary Medicine.

New College, housed on Sarasota Bay - home to the longest studied society of bottlenose dolphins in the world, will bring together Florida's marine mammal scientists to support student work and marine mammal welfare in our state. New College of Florida has an unusual expertise in marine mammal science through Professors Gordon Bauer (Emeritus), Peter Cook, Heidi Harley, and Athena Rycyk. Sarasota is home to the Chicago Zoological Society's Sarasota Dolphin Research Program, led by the "Jane Goodall" of dolphin research, Dr. Randy Wells, who has led the study of these animals for more than 50 years across six generations of dolphins. The Aquatic Animal Health Program in the University of Florida's College of Veterinary Medicine led by Dr. Iske Larkin already has strong ties to marine mammal scientists at New College and in the Sarasota Dolphin Research Program. Together, these partners will begin the work to forge a unique, world-class center for marine mammal science in Florida, FIMMS, to build on our assets and extend our opportunities.

Although we will begin with these experts, we hope to expand within the State University System which houses many robust programs in marine sciences. We are also working to establish partnerships with Florida's many animal-oriented agencies (e.g., the Fish and Wildlife Research Institute, NOAA), NGOs (e.g., the Manatee Rescue & Rehabilitation Partnership), and plethora of zoos and aquariums (e.g., Clearwater Marine Aquarium).

FIMMS will house New College of Florida's Master's in Marine Mammal Science program, as well as supporting the newly emerging FIMMS Manatee Science and Conservation Consortium, an entity birthed by a New College-UF collaboration at the annual Manatee Research Symposium sponsored and organized by the Aquatic Animal Health Program in the University of Florida's College of Veterinary Medicine.

Having a prestigious world-class SUS institute unique in the Florida State University System and the U.S. will help us share resources, produce more and better informed science benefitting Florida's remarkable marine mammals, and attract strong students and faculty to the state, adding value to Florida's return on investment.

**FIMMS' MISSION:** An interdisciplinary academic center providing research and graduate/undergraduate education of the highest quality in marine mammal science through the collaboration of experts and students dedicated to scientific excellence, marine mammal conservation, and outreach.

Attachment: Signed MOU

# **MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**NEW COLLEGE OF FLORIDA (NCF)**

**AND**

**UNIVERSITY OF FLORIDA (UF)**

This Memorandum of Understanding (MOU) shall specify the purpose of the Florida Institute of Marine Mammal Science (FIMMS), the need and demand of NCF to be a state of Florida institute or center consistent with the Florida Board of Governors strategic plan, and funding resources.

1. The name of the institute or center.

Florida Institute of Marine Mammal Science

2. The identification of the host institution and participating institutions.

NCF will be the host institution and UF will be the participating institution.

3. The mission of the institute or center.

An interdisciplinary academic center providing research and graduate/undergraduate education of the highest quality in marine mammal science through the collaboration of experts and students dedicated to scientific excellence, marine mammal conservation, and outreach.

4. Guidelines for appointing, funding, supervising, and evaluating the director of the institute or center.

The NCF Provost and VP for Academic Affairs will directly supervise the director(s) of the Master's in Marine Mammal Science (MIMMS) program, who will typically, but not necessarily, also be the director(s) of FIMMS. The NCF Provost will conduct annual year end reviews of the FIMMS directors based on annual progress reports for FIMMS submitted by the FIMMS directors, as well as meet with FIMMS directors on a monthly basis throughout the academic year. The FIMMS or MIMMS directors will be appointed by the NCF Provost, with funding from state sources (either state appropriations or legislative budget request).

5. The criteria for appointments to the institute or center's advisory board, including terms, roles, authority, and, if known, current numbers.

NCF's affiliated MIMMS will create a Marine Mammal Science Graduate Academic Program Committee that will assess the programmatic and academic parameters of the program. A coordinating Florida Institute of Marine Mammal Science Advisory Board (FIMMS Advisory Board) will be created upon approval of FIMMS. Board members of the FIMMS Advisory Board will be selected by the Marine Mammal Science Graduate Academic Program Committee be comprised of representatives from participating institutions. Please see Appendix 1.

6. Expectations for the administrative and logistical support for the institute or center, including expectations regarding the reimbursement to the host university for direct costs of administrative services rendered by the university to the institute or center.

ADMINISTRATION: The NCF Provost and NCF VP for Academic Affairs will directly supervise the MIMMS directors to ensure the quality of the program. NCF will provide administrative and logistical support for FIMMS and will receive compensation for overhead costs from grants initiated through NCF. For shared grants, overhead compensation will be distributed based on the conditions of the grant, including lead institution and sub-awardees.

TEACHING: NCF's MIMMS and the Aquatic Animal Health Program (AAHP) in the UF's College of Veterinary Medicine will allow students, on an individually determined basis negotiated between program leaders at each institution, to take courses in each other's programs without requiring these students to pay tuition beyond the tuition they already pay to the institution in which they are enrolled, i.e., UF students pay tuition to UF and may take to-be-determined courses in NCF's MIMMS without providing tuition to NCF, and NCF MIMMS students pay tuition to NCF, and may take courses in UF's AAHP without providing tuition to UF. In addition, teaching personnel at each institution may from time to time provide lectures or other academic services to the other institution's students, subject to the rules and/or regulations of each institution, without remuneration.

RESEARCH: Marine mammal scientists at UF and NCF will seek out opportunities to collaborate with each other on marine mammal science projects in various capacities, e.g., consulting, grant writing, shared students, project design, etc., as overlapping interests warrant.

SERVICE: Marine mammal scientists at UF and NCF will collaborate on outreach projects to engage and educate Florida's citizens and visitors on marine mammal science and conservation, as opportunities arise.

7. Procedures at the institutional level for recommending increases/decreases in the

appropriation of state funds for the institute or center.

In consultation with the NCF Chief Financial Officer, the NCF Provost, the FIMMS directors, and the FIMMS Advisory Board will determine if recommendations for increasing or decreasing state funds are needed for FIMMS.

8. Specifications for the processing of contracts and grants, including the percentage of overhead funds to be returned to the institute or center.

The FIMMS Grants Administrator will work directly with NCF's Office of Research Programs and Services and the grant offices of partners to process grants. Overhead compensation will be distributed to the lead institution and sub-awardees based on the conditions of the grant.

9. Expectations and criteria for the cyclic review of the institute or center at least once every five years and other planning and expectations for its operation.

Annual Institute Progress Reports will be submitted to the NCF Provost and NCF VP of Academic Affairs by the FIMMS directors and used in annual evaluations of the FIMMS directors. The FIMMS will be reviewed based on criteria and procedures established by the Florida Board of Governors' Regulation 10.015(5)(c) at minimum of every five (5) years and will include:

- a. A determination of FIMMS progress related to defined goals and objectives within the context of the FIMM's mission, the missions of participating universities, and the current Florida Board of Governors' Strategic Plan;
- b. An assessment of the return on investment of state dollars, if applicable;
- c. The need for continuation of FIMMS;
- d. Possible changes in mission or organizational structure;
- e. Budget reduction or expansion;
- f. Recommendations for change of classification, if applicable; and
- g. Recommendations for status change (active, inactive, terminated), if applicable.

**NEW COLLEGE OF FLORIDA**

Signature: 

Name: Richard Corcoran

Title: President

Date: 3/25/24

**UNIVERSITY OF FLORIDA**

Signature: 

Name: Ben Sasse

Title: President

Date: 3/22/2024

## **Appendix 1**

### **FIMMS Advisory Board Charter**

#### **Mission:**

The Florida Institute of Marine Mammal Science (FIMMS) Advisory Board (Advisory Board) will provide strategic advice and support to FIMMS in realizing its mission of “an interdisciplinary academic center providing research and graduate/undergraduate education of the highest quality in marine mammal science through the collaboration of experts and students dedicated to scientific excellence, marine mammal conservation, and outreach.”

#### **Objectives:**

- Consult on issues of materiality that may influence FIMMS;
- Assist in the development or expansion of the FIMMS network in order to help achieve its goals, including enrollment growth;
- Catalyze networks; improve opportunities for learning, understanding trends, and connecting with businesses, policymakers, and the broader community through speaking opportunities and strategic special events held at or in partnership with FIMMS; and,
- Advance and support the mission of FIMMS among known and new stakeholders alike, as well as other constituencies.

#### **Responsibilities:**

To assist FIMMS in achieving these objectives, Advisory Board members will focus on:

- Contributing input and expertise on the implementation of FIMMS’s strategic direction;
- Providing feedback and guidance on the development of competencies that align with organizational and programmatic objectives;
- Expanding the network of professionals and functions engaged in FIMMS activities to facilitate knowledge-sharing;
- Interacting with both staff members and stakeholders through mentorship, guest speaking, programmatic interactions, events, and fundraisers;
- Acting as a connector and advocate for potential grants and contractual opportunities;
- Securing funding opportunities that support FIMMS operations and/or project needs;
- Attending at least one Advisory Council meeting per year, whether in person or by telephone or video conference.

By focusing on these overall objectives, we envision the development of a lively and constructive platform for sharing of best practices and lessons learned across our many stakeholder areas with a focus on higher education and research.



**Time Commitment:**

Members of the Advisory Board will agree to serve for a 1-year term, which can be extended (to a 2-year and then 3-year term) upon mutual agreement among members of the Advisory Board. The Advisory Board will meet in-person semi-annually (typically for 2-3 hours). FIMMS will also periodically ask Advisory Council members to respond to emails, participate in relevant networking events, join in subgroups, engage in collective impact initiatives, facilitate capacity building and funding opportunities, and/or meet with the FIMMS team on specific initiatives. We will always seek to tailor such requests in a manner that respects each Advisory Board member's time and commitments.

**Composition:**

The Advisory Board will consist of experts and community leaders who are committed to the mission of FIMMS. Advisory Board members should have relevant domain knowledge, excellent networks and reputations, and a demonstrated commitment to building future success for FIMMS. Members may include, but are not required nor limited to, representatives from university partners, industry, government, non-governmental organizations, nonprofit organizations, foundations, or other strategic partners.

**Officers:**

The Advisory Board will be led by a Chair or co-Chairs. The Chair(s) is charged with carrying out the mission of the Board and is empowered to perform such duties that would ordinarily pertain to the office, including but not limited to:

- Chairing the meetings of the Advisory Board; and,
- Determining the agenda of the meetings in consultation with the FIMMS Directors.

## NEW COLLEGE OF FLORIDA BOARD OF TRUSTEES

Meeting Date: August 15, 2024

**SUBJECT: Ratification of Changes to the Collective Bargaining Agreement between New College of Florida and the American Federation of State, County and Municipal Employees**

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### **PROPOSED BOARD ACTION**

Approval of ratification of changes to the current Collective Bargaining Agreement (Agreement) between New College of Florida (NCF) and the American Federation of State, County and Municipal Employees (AFSCME), as recommended by the College's management representatives.

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### **BACKGROUND**

Following duly noticed negotiating sessions regarding an update to the current three-year Agreement, NCF's management representatives and the AFSCME collective bargaining unit representatives have reached tentative agreement on changes to articles in the current agreement as set forth below and within the attachments provided.

The changes to the Agreement have been ratified by majority vote of the collective bargaining unit members.

#### ***Summary of the Changes in the 2021-2024 Collective Bargaining Agreement Between New College of Florida and the American Federation of State, County and Municipal Employees***

The most important fiscal component of the Agreement involves **Article 7 – Wages**. The recurring wage increase affects 42 employees covered under the AFSCME collective bargaining agreement and totals approximately \$98,602 for the base increase. Taxes and benefits costs add approximately \$21,251 for a total all-in cost of \$119,853 for Fiscal Year 2024. These changes, if approved by the Board of Trustees, would be effective on August 18, 2024. Details of the increase are as follows:

- Eligible employees will receive a 5.0% increase to base hourly wage effective August 18, 2024.
- Eligible employees will receive a one-time, lump sum retroactive payment equivalent to 5.0% of their base salary as effective August 17, 2024.

For comparison, the previous increase approved last year, was a 5.25%/5.0% and was retroactive to the beginning of the academic year.

Proposed language in underline format and deleted language in ~~strike-through~~ format is provided for reference. A summary of the proposed amendments is as follows:

## **Article 7 – Wages**

This section sets forth a 5.0% annual percentage increase for bargaining unit members with an effective date of August 18, 2024. Employees will also receive a one-time, lump sum retroactive payment equivalent to 5.0% of the employees base annual salary as of August 17, 2024.

## **Article 17 – Uniforms**

This section clarifies that the College will consult with employees before making decisions about cooler uniforms.

## **Article 23 – Just Cause and Disciplinary Actions**

This section was updated with a reassurance that regular employees will not be held accountable for mistakes or damage caused by contracted employees.

## **Article 28 – Duration**

This section sets the dates for renegotiations of the Agreement.

## **Supporting Documentation Included:**

Proposed collective bargaining agreement changes between New College of Florida and the American Federation of State, County and Municipal Employees, for 2023-2025 (REDLINE VERSION).

## **Facilitators/Presenters:**

David Brickhouse, Vice President, Legal Affairs & Human Resources (Chief Negotiator)

Other Members of NCF's Management Bargaining Team:

Erika Worthy, Chief Human Resources Officer

Itza Frisco, Associate Vice President, Facilities Management

Allyce Heflin, Assistant Vice President, Budget & Administration

Lara Sladick, Director, Human Resources

## Article 7: Wages

For Fiscal Year 2023-2024

### Base Salary Increase and Retroactive Payment

1. Each eligible employee shall receive a 5.0% increase to base salary (up to a maximum of \$5,000) effective August 18, 2023, as detailed below. Increases will be reflected in the paycheck dated September 6, 2024.

2. Each eligible employee shall receive a one-time, lump sum retroactive payment equal to 5.0% of their base annualized salary as of August 17, 2024, (up to a maximum of \$5,000). Any applicable retroactive pay will be calculated and paid no later than the paycheck dated September 20, 2024.

2. To receive the base salary increase and retroactive payment authorized by this section, the employee must have been an eligible employee before July 1, 2023.

3. To receive the base salary increase, the employee must be continuously employed by the College through August 17, 2024.

4. To receive the retroactive payment, the employee must be continuously employed by the College through September 14, 2024.

5. Eligible employees must have received a satisfactory or better annual evaluation for Fiscal Year 2022-23. A satisfactory evaluation is when a majority of the employee's assigned duties are evaluated as satisfactory or better.

### **Minimum Wage**

The minimum starting base hourly wage rate is \$15.00 per hour. ~~Effective March 19, 2023, all bargaining unit employees currently paid below \$15.00 per hour will be raised to the new minimum base hourly wage rate, and then will be eligible for the compression adjustment and base hourly wage rate increase detailed in section 7.1.~~

## Article 17: Uniforms

### 17.1 Uniforms.

- A. The College will provide uniforms to employees who are required by the College to wear a uniform. The cost of maintaining said uniforms shall be paid by the College. For employees that the college requires to wear uniforms, the College agrees to take into consideration the employee's working conditions and well-being before ~~when~~ choosing the style and material of uniforms they will be required to wear.

## Article 23: Just Cause and Disciplinary Actions

### 23.2 Just Cause.

Disciplinary actions administered to regular status employees may be taken only for just cause.

23.6 Regular status employees shall not be held accountable for failures to repair damages, failure to clean-up work areas, or damages caused by contractors and their agents. This does not restrict administration from requesting assistance from regular employees with these situations.

## Article 28: Duration

### 28.1 Term.

- A. This Agreement shall be effective on the date of ratification by both parties and shall remain in full force and effect through the thirtieth day of June ~~2024~~ ~~2027~~, with the exception that the following shall be subject to annual re-negotiation:
1. Wages (Article 7); and,
  2. Benefits (Article 9); and,
  3. Up to two (2) additional articles chosen by each party. Such renegotiations shall begin no later than June 1, ~~2022~~ ~~2024~~ for the ~~2022-2023~~ ~~2024-2025~~ reopener negotiations and June 1, ~~2023~~ ~~2025~~ for the ~~2023-2024~~ ~~2025-2026~~ re-opener negotiations.
- B. Negotiations for a successor Agreement shall begin no later than April 1, ~~2024~~ ~~2027~~. In the event that the College and AFSCME fail to secure a successor Agreement prior to the expiration date of this Agreement, the parties may agree in writing to extend this Agreement for any period.